

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter IV Queries and Reports
	Section 6 Reports - Creditor Mailing Matrix

This procedure demonstrates the steps to generate and print a Creditor Mailing Matrix for a single case, either in single-column label format, or as delimited data fields. Access to most CM/ECF reports requires a PACER login. Once logged into PACER, the system will not prompt the user to reenter a PACER login, password and client code until the current session is terminated by logging out of CM/ECF.

STEP 1 Select **Reports** from the main menu. This report can also be accessed by clicking on **Utilities** from the main menu, then selecting **Miscellaneous** → **Mailings...** → **Creditor Mailing Matrix**.

STEP 2 The **Report Events** screen will display.

◆ Click **Creditor Mailing Matrix**.

STEP 3 The **PACER Login** screen will display. Enter a PACER login and password. Click **Login**.

STEP 4 The **Creditor Mailing Matrix** screen will display.

◆ Enter the appropriate information. Choose a **Format**. Click **Run Report**.

Creditor Mailing Matrix

Case number 4-11299

Special mailing group All sg1 (Highlight blank field for no special mailing group)

Format ☒ 1 column
☐ raw data format

Run Report Clear

STEP 5 The **Search Results** screen will display case creditor information and indicate the number of creditors. To print the report, click on the browser's **Print** icon.

Search Results

Case Number: 04-11299-RAM

Marshall's Gallery
49 E 41 St
Hialeah, FL 33130

Sam's Photos
51 SE 2 Ave
Miami, FL 33130

Total Labels 10